



**Federal Aviation
Administration**

Government and Industry Affairs

Fiscal Year 2008 Business Plan

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2008 AGI Business Plan

The first impression, and indeed, in some cases, the only contact Members of Congress and their staff have with the Federal Aviation Administration is with the Office of Government and Industry Affairs. This customer-oriented office, small by comparison to most every other organization in the FAA, works directly for the Administrator, and is the principal linkage between the agency and the legislative branch of government.

AGI works with other staff organizations to coordinate and present the FAA's legislative message. It is AGI that must work with other organization within the FAA to facilitate their relations with Congress. And it is AGI that must consistently monitor and gauge the interest and needs of the members and leadership on Capitol Hill. This relationship also extends to coordinator our legislative initiatives and responses with the Department of Transportation.

This kind of vigorous outreach is not limited to Congress. AGI also serves as liaison with the aviation industry, from manufacturers to carriers, and with other aviation related organizations. Additionally, AGI also serves as the principal point of contact for state and local governments.

Organizational Excellence

The following AGI activities support the organizational excellence goal area.

Flight Plan Target: Employee Attitude Survey

Increase the score of the Employee Attitude Survey measure for the areas of management effectiveness and accountability by at least 5 percent, over the 2003 baseline of 35 percent by FY 2010 and maintain through FY 2012. FY 2008 Target: 40%

Strategic Initiative: Conflict Management

Undertake a timely and effective corporate approach to conflict management. (LEAD is Center for Early Dispute Resolution - CEDR)

Strategic Activity: Conflict Management

Attend Conflict Management Awareness Session.

Activity Target 1: AGI

supervisors/managers onboard more than one year will attend a Conflict Management Awareness Session by August 15, 2008.

Flight Plan Target: Cost Control

Organizations throughout the agency will continue to implement cost efficiency initiatives such as: 10-15% savings for strategic sourcing for selected products and services; By the end of FY 2009, reduce leased space for Automated Flight Service Stations from approximately 510,000 square feet to approximately 150,000 square feet; 3% reduction in help desk operating costs through consolidations; and Annual reduction of \$15 million in Information Technology operating costs. FY 2008 Target: At least one activity per approved organization and achievement of the targeted savings.

Strategic Initiative: Cost Control Program

Implement line of business cost efficiency initiatives to reduce costs or improve productivity.

Strategic Activity: Cost Control

Implement cost efficiency initiatives to reduce costs or improve productivity.

Activity Target 1: Submit to ABA a completed Cost Control activity template by September 2007.

Activity Target 2: Provide monthly status reports to the CFO's office.

Activity Target 3: AGI will be fully compliant with the SAVES contract vehicles during FY 2008.

Strategic Initiative: Productivity and Financial Metrics

Each FAA organization will develop, track, and report quarterly on a comprehensive measure of its operating efficiency or financial performance. These measures will include: (in bullets) Cost per controlled flight, Research, Engineering, and Development (RE&D), Management Staff Efficiency Measure, Grant Administration Efficiency Measure.

Strategic Activity: Productivity and Financial Metrics

AGI will develop, track, and report quarterly on a comprehensive measure of its operating efficiency or financial performance.

Activity Target 1: AGI will implement, track and report quarterly to ABA on a comprehensive operating efficiency measure of its operational performance.

Flight Plan Target: Information Security

Achieve zero cyber security events that disable or significantly degrade FAA services.
FY 2008 Target: 0

Strategic Initiative: Enterprise Architecture Conformance

Enable enterprise-wide conformance to information technology enterprise architecture.

Strategic Activity: Integrating Standards and Configuration Management

AGI will work with AIO to update the infrastructure and application inventories and coordinate technical standards for non-NAS hardware and software where there are common requirements.

Activity Target 1: AGI will update its infrastructure and application inventory by December 31, 2008.

Core Business Measure: Congressional Relations

Provide timely and accurate responses to inquiries.

Core Business Function: Congressional Communication

Communicate in a timely fashion to Congress on behalf of Administrator and Management Board.

Core Activity: Information Collection and Coordination

Enhance AGI's daily interaction with LOBs and SOs, and senior management officials by proactively soliciting LOB and SOs information sharing cooperation in order to improve communication on areas of interest or concern to Congress.

Activity Target 1: Participate in weekly

meetings with LOBs and SOs to discuss and stay current on major safety policies, initiatives, and significant rulemaking activities.

Core Activity: Safety Policies, Initiatives and Rulemaking

Inform key members of Congress and their staff in a timely fashion on FAA safety policies and initiatives.

Activity Target 1: Provide appropriate and timely notification on all major notices to Congressional Members and their staff before it becomes public.

Core Activity: Reports to Congress

Manages the Reports to Congress program and functions as Agency's Report to Congress liaison with Congressional Authorizing and Appropriations staffs to clarify definitions of Congressional intent. Also manages entire coordination process between FAA, OST, and OMB and encourages timely LOB and SO responses to targeted deadlines.

Activity Target 1: #1: Research legislation to determine directed actions from the Congress to identify reports to be completed by the FAA.

Activity Target 2: Determine appropriate FAA organization responsible for compiling report required and assign it as office of primary interest (OPI) responsible for preparing the Report to Congress.

Activity Target 3: Develop and assign LOB and SO report timelines to ensure due dates are met.

Activity Target 4: Review and edit OPI draft reports; and facilitate Agency and Departmental coordination and forward final reports to AOA-1 for review and approval.

Core Activity: Briefings

Assist in preparing Agency officials for Congressional meetings and briefings. AGI's role is to foster a better understanding of the Agency's policies and programs by Members of Congress and their staff, and afford them the opportunity to interact directly with key FAA policy and decision making officials. This proactive approach also enhances Congressional Members and their staffs' confidence in the Agency's policies and programs.

Activity Target 1: Facilitate, coordinate, and participate in all Congressional briefings on major policy, safety initiatives, rulemaking, and other issues of concern; some of which are regularly scheduled by AGI.

Core Activity: OST Governmental Affairs

Provide OST Governmental Affairs with factual, concise, and complete information from significant AGI Congressional contacts and activities.

Activity Target 1: Continue to maintain and improve daily communications with OST Governmental Affairs.

Activity Target 2: Provide daily activity reports on Congressional contacts to AGI management officials.

Activity Target 3: Provide weekly Congressional activities report to the Administrator and senior DOT officials.

Activity Target 4: Provide Congressional activities input for inclusion in the Administrator's weekly White House Report.

Core Activity: Congressional Correspondence

Serve as focal point for Congressional follow-up on written Agency responses.

Activity Target 1: Review all Agency Congressional correspondence responses to ensure completeness, responsiveness, accuracy, and consistency with Administration, Departmental and Agency policies.

Activity Target 2: Improve AGI Congressional correspondence response by 5% over FY 2007 baseline.

Activity Target 3: Provide on-demand status to all Congressional inquiries into status of Agency response to Congressional correspondences.

**Core Business Measure:
Industry Relations**

Host at least one Industry meeting semi-annually to help strengthen industry relationships.

Core Activity: Industry Stakeholder Meetings

Meet with aviation industry representatives to strengthen industry relationships.

Activity Target 1: Determine attendee list by January 2008.

Activity Target 2: Coordinate meeting logistics for both meetings by March 2008.

Activity Target 3: Identify meeting objectives agenda at least 30 days prior to each scheduled meeting.

Core Activity: Industry Communication

Communicate Administration's position on key aviation issues.

Activity Target 1: Prepare and distribute communications within 15 days of determining the Administration's position on a key issue.